



Submit Requirement Package to Contracting



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Lesson Objectives

- **Objective:**
 - **Upon completion of this lesson the customer will be able to:**
 - Submit the requirement to Contracting.



Locate Record

The Requirement Package can be accessed from “My Requirements” on the Landing Page.

My Requirements

Actions

Enter New Requirement

My Tasks

Filters >

Export

Task	Requirement #	Received	Assigned To
Respond to Correspondence from Chris BurgoyneCB for Requirement A000689		9/1/2015 11:13 AM EDT	Indah Customer
Respond to Correspondence from Indah Customer for Requirement A000476		6/4/2015 2:29 PM EDT	Indah Customer
Update Correspondence for Requirement A000442		9/28/2015 2:13 PM EDT	Indah Customer
Respond to Correspondence from Indah CBO Only for Requirement A000437		9/17/2015 10:51 PM EDT	Indah Customer
Respond to Correspondence from Indah Gess_CB for Requirement A000419		9/15/2015 10:56 AM EDT	Indah Customer
Respond to Correspondence from Indah Gess_CB for Requirement A000361		4/13/2015 12:43 PM EDT	Indah Customer
Respond to Correspondence from Indah Gess_CB for Requirement A000361		4/9/2015 10:34 PM EDT	Indah Customer
Respond to Correspondence from Indah Gess_CB for Requirement A000333		4/8/2015 3:03 PM EDT	Indah Customer
Update Correspondence for Requirement A000327		4/1/2015 1:10 PM EDT	Indah_CB; Indah Customer
Review Correspondence from Indah Gess_CB for Requirement A000227		3/13/2015 3:43 PM EDT	Indah Customer
Review Correspondence from Indah Customer for Requirement A000527		1/13/2015 10:22 AM EST	Indah Customer
Review correspondence from Indah Gess_CB for Requirement A000558		9/24/2014 1:10 PM EDT	Indah Customer
Review correspondence from Indah Gess_CB for Requirement A000558		9/24/2014 12:01 PM EDT	Indah Customer
Review correspondence from Indah Gess_CB for Requirement A000558		9/24/2014 12:00 PM EDT	Indah Customer

My Requirements

Filters >

Export

Procurement Object	Identifier	Requirement Number	Status	Contract Specialist	Contracting Officer	Contracting Office	Created Date
Requirement	A000020		Validated				9/22/2015 6:53 AM EDT
Requirement	A000018		Assigned/Accepted	Chris BurgoyneCB	Chris BurgoyneKO	PL511	9/21/2015 5:00 PM EDT
Requirement	A000017		Assigned/Accepted	Chris BurgoyneCB	Chris BurgoyneKO	PL511	9/21/2015 4:59 PM EDT
Requirement	A000016		Assigned/Accepted	Chris BurgoyneCB	Chris BurgoyneKO	PL511	9/21/2015 4:41 PM EDT
Requirement	A000015		Validated				9/21/2015 3:46 PM EDT
Requirement	A000014		Validated				9/21/2015 3:32 PM EDT
Requirement	A000012		Validated				9/21/2015 2:56 PM EDT
Requirement	A000011		Validated				9/21/2015 2:10 PM EDT
Requirement	A000008		Validated				9/21/2015 1:24 PM EDT
Requirement	A000007		Assigned/Accepted	Indah Gess_CB	Indah Gess_KO	PL511	9/21/2015 9:49 AM EDT



Related Actions: *Summary Dashboard*

When the requirement is complete and all supporting documents have been uploaded, select **“Submit Requirement to Contracting”** on the *Summary Dashboard*.



Summary >

News

Related Actions

Additional Information

Funding Information

Enclosure Documents

History

[Records / Requirements](#)

A000020 - Replace Monitors at IG Technical Support [Follow](#)

[Update Requirement](#)

[Submit Requirement to...](#)

[Delete Draft Requirement](#)

Basic Information

Status	Validated	Customer Requirement Number	No value was entered for the Customer Requirement Number. To enter a value, use the Related Action to update this requirement.
Contracting Office	-	PALT Contract Vehicle	
CS Assigned		Date Received	
KO Assigned		Required Delivery Date	Nov 27, 2015
Priority	DO	POP Begin	
Category	IT Hardware	POP End	
Description	Need larger Monitors for the IG's technical support team Will require 5 30 inch monitors		

Funding Information

Total Funds Available for Obligation	\$0.00	Estimated Base Period Amount	\$2,500.00
Estimated Total Lifecycle Value	\$2,500.00	Award by Sept. 30th?	No
Estimated Current FY Amount	\$2,500.00		



Submit Requirement to Contracting

- Use the dropdown menu to select and insert a **Contracting Office**.
- If you are unsure of the Contracting Office, click the “**Where should I send my completed Requirements packages?**” link for guidance.
- If you have not previously entered a funding document, you must add an **Estimated Funding Date** now.
- Click **Submit** to submit or **Cancel** to close the form without taking action.

Submit Requirement A00015 To Contracting

Contracting Office *

PL6 DITCO - NCR



Please select a Contracting Office

[+ Where should I send my completed requirements packages?](#)

A funding document has not been added to this requirement. Please provide an estimated funding date below to continue.

Estimated Funding Date *

M/d/yyyy

Submit

Cancel



Summary

- **In this lesson you learned how to:**
 - **Submit a Requirement to Contracting.**



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The IT Combat Support Agency

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